

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
April 16, 2003

Members Present: Judith Crider, Chair
Jerry Hargitt, Vice Chair
David Berry
Lee Durning
Linda Tardie

Others Present: Rita Hamilton, Library Director
Mary Johnson, Library Operations Manager
Sharyn Pennington, Library Operations Coordinator
Debbie Tang, Library Manager, Special Projects/Facilities
Bill Pillow, Public Services Manager
Marsha Greene, Library Coordinator

Mrs. Crider called the meeting to order at 3:35 p.m. She then asked for a motion to approve the minutes of the March 19, 2003 meeting. Mr. Durning so moved; Mr. Hargitt seconded, and the motion carried 5-0.

Library Staff Reports of Current Events (A.R.S. 38/431.02 (K))

Monthly Statistical Report – Sharyn Pennington

	<u>March</u> <u>2002</u>	<u>March</u> <u>2003</u>	<u>% Change</u>
Library Collection		738,581	
Items Circulated	162,442	170,013	+4.7%
Attendance	141,227	140,485	-0.5%
Volunteer Hours		2,556	

Special Revenue Account Report – Sharyn Pennington

The Gift & Memorial Trust Account received \$40 for the month; expenses were \$39.95, leaving a spendable balance of \$40,850.72.

\$190,789.38	Library Book Sale Special Revenue Account
11,312.55	Income from sales
<u>(6,817.51)</u>	Spent in March
\$ 195,284.42	Total spendable Revenue
\$ 87,796.36	Approximate Available Total

Library Director's Report – Rita Hamilton

Ms. Hamilton said that the proposed library budget has been submitted to the Citizens Budget Review Committee as part of the Community Services budget. The CBRC will submit their recommendation to City Council on May 5; the first public hearings on the

issue will be May 6. Ms. Hamilton requested that a Library Advisory Board member attend the City Council meeting to represent the Library and Ms. Crider said she would attend.

Ms. Hamilton reported that the Harry Lazarus Family Fund that endowed the Periodicals Room has increased their donation to \$5,000 annually to fund both the Teen Center and the Periodicals Room. The Arizona Community Foundation has pledged \$5,000 to the Teen Center from their Education Fund and has also offered to help us identify additional sources of possible funding.

Ms. Hamilton reported that the Arizona Republic Charities Outreach Coordinator for the Scottsdale Republic met with her to discuss their Season for Sharing grant program that promotes literacy and reading. They believe the Teen Center is a worthy candidate and will recommend a grant.

Ms. Hamilton distributed a draft of Donor Recognition Policy guidelines for board review. Board members suggested additional recognition items at various levels. Staff will revise the recognition guidelines and present the policy for approval at the next meeting. Additional contacts were also suggested for possible donor contributions and sponsorships.

Ms. Hamilton reported that the newest Library Advisory Board member appointed by City Council declined the appointment. We are now scheduled on the June 3 City Council agenda for a new board member appointment.

Ms. Hamilton reminded the Board members to attend the Friends of the Library Board's fundraiser *Authors & Appetizers Among Friends* on May 2 in the Civic Center Library to benefit our new Teen Center and to encourage others to attend as well.

Ms. Hamilton introduced Marsha Greene, who explained the Battle of the Books and Beyond Battle of the Books Finale on May 5 at Scottsdale Center for the Arts. She invited the Board members to attend the event and participate in the award presentation to the students on the winning teams.

Library Services Highlight: Collection Agency – Sharyn Pennington

Ms. Pennington explained the function and costs of the library materials recovery system currently used by the library and the monetary value of items returned and fines collected. She reported that the retrieved funds go to the City's General Fund. After discussion, Board members agreed that the system was of great value to the library.

Items Requiring Board Action

Expenditures: April 2003

Book Budget Supplement	\$	30,000
<i>April Total:</i>	\$	30,000

After discussion, Mr. Hargitt moved to table approval of the Book Budget Supplement expenditure item until the next meeting. Mr. Durning seconded and the motion carried 5-0.

Display Co-Sponsorship: Scottsdale/Paradise Valley Youth Salute

Ms. Hamilton explained that this exhibit, set up for two weeks in each of our four libraries, displays photographs and resumes of local high school juniors who are elected to leadership positions by their peers in schools, youth or community organizations. As part of the selection process, nominees are asked to submit an essay of 750-1000 words on their challenges, role models, accomplishments and leadership qualities.

Mr. Hargitt moved to approve the Scottsdale Public Library's display co-sponsorship of the Scottsdale/Paradise Valley Youth Salute. Ms. Tardie seconded and the motion carried 5-0.

Informational Items

Ms. Crider inquired about the library policy regarding issuing library cards to the homeless. Ms. Hamilton explained that the only requirement to obtaining a Scottsdale Public Library card is identification and proof of a Scottsdale address; either a piece of mail or other form of identification with a current address. Since that may prohibit some people from receiving a card, they are given a certificate to select free materials from the Book Corrals. They are also welcome to use any library services while visiting the library, including the computers. The library has tried in the past to work with shelters; however, they do not want to be held responsible for library materials borrowed by their residents.

Adjournment

There being no further business, Ms. Crider called for a motion to adjourn. Mr. Hargitt so moved, Mr. Berry seconded, and the April Library Advisory Board meeting was adjourned at 4:40 p.m.

Mary Warner, Administrative Secretary